

**NOTICE OF SPECIAL MEETING  
OF THE  
SPRING HILL GOVERNING BODY**

**CITY OF SPRING HILL, KANSAS**

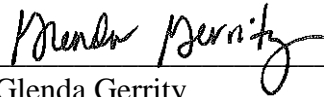
**April 16, 2019**

To Whom It May Concern:

A Special Meeting of the Spring Hill Governing Body is hereby called to be held at 6:30pm, April 17, 2019, at the Spring Hill Civic Center, 401 N. Madison, Council Chambers, Spring Hill, KS, the object of said meeting being the following:

1. Call to Order
2. Roll Call
3. Consider Approval of Special Events – Spring Hill Historic Main Street  
Easter Egg Hunt – April 20, 2019, 2:00p.m.-5:00p.m.  
Celebration of Main Street – May 4, 2019, 2:00p.m. – 6:00p.m.
4. Adjourn

Witness my hand and the seal of said city this 16<sup>th</sup> day of  
April, 2019.



Glenda Gerrity  
City Clerk

State of Kansas

County of Johnson/Miami

City of Spring Hill



## **AGENDA ITEM REVIEW SHEET**

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TO: GOVERNING BODY  
SUBMITTED BY: GLENDA GERRITY, CITY CLERK  
MEETING DATE: APRIL 17, 2019  
DATE: APRIL 16, 2019

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**Consent Item:** Special Events Permit – Spring Hill’s Historic Main Street  
Event No. 1 – Easter Egg Hunt, April 20, 2019, 2:00p.m. – 5:00p.m.  
Event No. 2 – Celebration on Main Street, May 4, 2019, 2:00p.m. – 6:00p.m.

**Issue:** The Spring Hill Historic Main Street group of businesses are sponsoring two special events. Event No. 1 – Easter Egg Hunt, April 20, 2019, 2:00p.m. – 5:00p.m.  
Event No. 2 – Celebration on Main Street, May 4, 2019, 2:00p.m. – 6:00p.m.  
This event requires a Special Event Permit since it will be held on City property.

**Background:** The applicant submitted the required documents to the City Clerk. This event is for the community sponsored by the Spring Hill Historic Main Street businesses.

**Analysis:** The Spring Hill Street Department, Spring Hill Police Department and Johnson County Fire District No. 2 reviewed the documents and have no issues to report.

The businesses are requesting barricades at the north and south end of Main Street at Hale and Nichols Street.

**Legal Review:** The City’s Insurance Agent is currently reviewing the certificate of liability insurance.

**Alternatives:** Approve the Special Event Permit  
Deny the Special Event Permit  
Table the Special Event Permit

**Funding Review or Budgetary Impact:** N/A

**Recommendation:** Request that the City Council approve the Special Event Permits for Event No. 1 – Easter Egg Hunt, April 20, 2019, 2:00p.m. – 5:00p.m. and Event No. 2 – Celebration on Main Street, May 4, 2019, 2:00p.m. – 6:00p.m., contingent upon final review from the City’s Insurance Agent.

**Attachments:** Application  
Permit

# SPECIAL EVENT APPLICATION

Name of Event: Spring Hill Historic main st events

Name of Business/Sponsor/Organization: Same

Type of Event: See Attached

Address / Vicinity of Proposed Event /Route: S. Main between Dale & Nichols

Application Date: 9/15/19 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours of Event: Varies

### APPLICANT / AUTHORIZED REPRESENTATIVE

Name: See Attached

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER

Name: Attached

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT SUPERVISOR (If other than the applicant)

Name: Tyler Graves & for Leslie Birmingham

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### ATTACHMENTS INCLUDED:

- List of Services requested to be provided by the City of Spring Hill
- Site Plan showing the location of proposed activities and structures in relation to existing buildings, parking areas, streets and property lines.
- Routes/Staging/Dispersal/Parking Plans
- Flyer/Brochure/Advertisement of the event
- If applicable, classification of dangerous and/or exotic animals
- Sponsoring Agency's Certificate of Insurance
- Operator's Certificate of Insurance
- Completed Release

I UNDERSTAND THAT THE FACILITIES FOR THIS EVENT MUST BE INSPECTED PRIOR TO THE COMMENCEMENT OF OPERATION AND MUST CONFORM TO ALL REGULATIONS OF THE CITY OF SPRING HILL AS DESCRIBED IN THE SPRING HILL MUNICIPAL CODE TO INCLUDE BUT NOT LIMITED TO THE NATIONAL ELECTRICAL CODE. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE MAY RESULT IN PERMISSION TO OPERATE BEING WITHHELD UNTIL ALL CODES ARE MET.

[Signature]  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**April 20, 2019 2-5pm**

*Easter Egg Hunt*

**May 4, 2019 2pm to 6pm**

*Celebration of Main St.*

**INDEMNIFICATION STATEMENT [Waiver of Liability]**

INTERMEDIATE FORM:

COMPARATIVE FORM INDEMNITY OBLIGATION WITH DEFENSE OBLIGATION

To the fullest extent permitted by law,

Spring Hill Historic Main St [hereafter referred to as OPERATOR and/or SPONSOR] shall indemnify, hold harmless and defend the city of Spring Hill, hereafter referred to as the CITY, and all of its appointed and elected officials, agents, officials and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees arising out of or resulting from the conduct or management of the Special Event, known as

See Attached and any condition created in or about the Special Event or any accident, injury or damage whatsoever occurring in or at the Special Event, provided that any such claim, damage, loss or expense: (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any alleged act or omission of the OPERATOR / SPONSOR or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether it is caused in part by the negligent act or omission of the CITY or any of its appointed and elected officials, agents, officials and employees. Notwithstanding the foregoing, the special event OPERATOR'S / SPONSOR'S obligation to indemnify the CITY or any of its appointed and elected officials, agents, officials and employees for any judgment, decree or arbitration award shall extend only to the percentage of negligence of the CITY in contributing to such claim, damage, loss and expense. In any and all claims against the CITY or any of its appointed and elected officials, agents, officials and employees, by any employee of the OPERATOR and/or SPONSOR, the indemnification obligation under this paragraph shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for OPERATOR and/or SPONSOR under workers compensation acts, disability benefit acts or other employee benefit acts. Such workers compensation policies or plans maintained on behalf of OPERATOR and/or SPONSOR shall waive subrogation against the CITY.

Date: 4-15-19

Leslie Birmingham  
\_\_\_\_\_

Title

STATE OF Kansas )

COUNTY OF Johnson ) ss:

BE IT REMEMBERED that on this 15<sup>th</sup> day of April, 2019, before me, the undersigned, a notary public in and for the County and State aforesaid, came Leslie Birmingham

\_\_\_\_\_ of Spring Hill Historic Main St, who is personally known to me to be

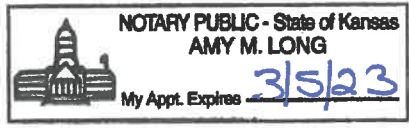
(Official Capacity) (Business/Sponsor/Organization) the person who executed, as such officer, the within instrument on behalf of said entity and such person duly acknowledged the execution of the same to be the voluntary act and deed of said entity.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal and the day and year last above written.

Amy M Long  
\_\_\_\_\_  
Notary Public

My Commission Expires: 3/5/23

(SEAL)



Glenda

**INDEMNIFICATION STATEMENT [Waiver of Liability]**

INTERMEDIATE FORM:

COMPARATIVE FORM INDEMNITY OBLIGATION WITH DEFENSE OBLIGATION

To the fullest extent permitted by law,

The Creative Place [hereafter referred to as OPERATOR and/or SPONSOR] shall indemnify, hold harmless and defend the city of Spring Hill, hereafter referred to as the CITY, and all of its appointed and elected officials, agents, officials and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees arising out of or resulting from the conduct or management of the Special Event, known as Historic Main Street events (Spring Hill) and any condition created in or about the Special Event or any accident, injury or damage whatsoever occurring in or at the Special Event, provided that any such claim, damage, loss or expense: (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any alleged act or omission of the OPERATOR / SPONSOR or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether it is caused in part by the negligent act or omission of the CITY or any of its appointed and elected officials, agents, officials and employees. Notwithstanding the foregoing, the special event OPERATOR'S / SPONSOR'S obligation to indemnify the CITY or any of its appointed and elected officials, agents, officials and employees for any judgment, decree or arbitration award shall extend only to the percentage of negligence of the CITY in contributing to such claim, damage, loss and expense. In any and all claims against the CITY or any of its appointed and elected officials, agents, officials and employees, by any employee of the OPERATOR and/or SPONSOR, the indemnification obligation under this paragraph shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for OPERATOR and/or SPONSOR under workers compensation acts, disability benefit acts or other employee benefit acts. Such workers compensation policies or plans maintained on behalf of OPERATOR and/or SPONSOR shall waive subrogation against the CITY.

Date: 4-16-19 Kelly Ashton  
 \_\_\_\_\_  
 Title

STATE OF Kansas )  
 ) ss:  
 COUNTY OF Johnson )

BE IT REMEMBERED that on this 16<sup>th</sup> day of April, 2019, before me, the undersigned, a notary public in and for the County and State aforesaid, came Kelly Ashton (Name) member of Spring Hill Historic Main St., who is personally known to me to be the person who executed, as such officer, the within instrument on behalf of said entity and such person duly acknowledged the execution of the same to be the voluntary act and deed of said entity.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal and the day and year last above written.

Glenda L. Gerrity  
 Notary Public

My Commission Expires:  
3-22-21

(SEAL)



**INDEMNIFICATION STATEMENT [Waiver of Liability]**  
**INTERMEDIATE FORM:**  
**COMPARATIVE FORM INDEMNITY OBLIGATION WITH DEFENSE OBLIGATION**  
 To the fullest extent permitted by law,

The Bean Coffee Co. [hereafter referred to as OPERATOR and/or SPONSOR] shall indemnify, hold harmless and defend the city of Spring Hill, hereafter referred to as the CITY, and all of its appointed and elected officials, agents, officials and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees arising out of or resulting from the conduct or management of the Special Event, known as Spring Hill's Historic Main St. Carbs and any condition created in or about the Special Event or any accident, injury or damage whatsoever occurring in or at the Special Event, provided that any such claim, damage, loss or expense: (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any alleged act or omission of the OPERATOR / SPONSOR or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether it is caused in part by the negligent act or omission of the CITY or any of its appointed and elected officials, agents, officials and employees. Notwithstanding the foregoing, the special event OPERATOR'S / SPONSOR'S obligation to indemnify the CITY or any of its appointed and elected officials, agents, officials and employees for any judgment, decree or arbitration award shall extend only to the percentage of negligence of the CITY in contributing to such claim, damage, loss and expense. In any and all claims against the CITY or any of its appointed and elected officials, agents, officials and employees, by any employee of the OPERATOR and/or SPONSOR, the indemnification obligation under this paragraph shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for OPERATOR and/or SPONSOR under workers compensation acts, disability benefit acts or other employee benefit acts. Such workers compensation policies or plans maintained on behalf of OPERATOR and/or SPONSOR shall waive subrogation against the CITY.

Date: 4/16/19

[Signature]

Title

STATE OF Kansas )  
 COUNTY OF Johnson )

) ss:  
 )

BE IT REMEMBERED that on this 16<sup>th</sup> day of April, 2019, before me, the undersigned, a notary public in and for the County and State aforesaid, came Tyler Graves (Name) member of Spring Hill Historic Main St. (Official Capacity) (Business/Sponsor/Organization), who is personally known to me to be the person who executed, as such officer, the within instrument on behalf of said entity and such person duly acknowledged the execution of the same to be the voluntary act and deed of said entity.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal and the day and year last above written.

[Signature]  
 Notary Public

My Commission Expires:  
3.22.21

(SEAL)



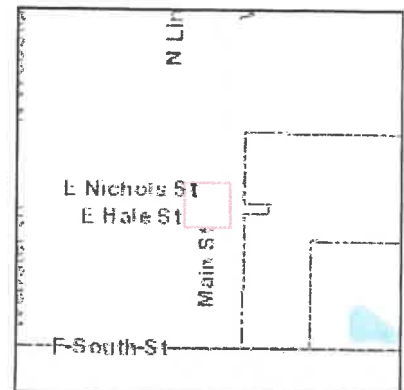


### Johnson Co AIMS Map

#### LEGEND

AIMS Imagery: Current Imagery (2016)

Property



Disclaimer: No person shall sell, give, reproduce, or receive for the purpose of selling or offering for sale, any portion of the data provided herein. Johnson County makes every effort to produce and publish the most current and accurate information possible. Johnson County assumes no liability whatsoever associated with the use or misuse of such data, and disclaims any representation or warranty as to the accuracy and currency of the data. 8/3/2018



City of Spring Hill Risk Management – Johnson County Fire Department  
Public Safety Checklist – Public assemblages and events

Event name: Spring Hill Historic Main St Events

Event location: S. Main St between Hale & Nichols

Event date: See attached

Contact person: See attached

Contact person phone number: 913-592-0100 Leslie Birmingham

The following items are the responsibility of the event organizer(s) to help ensure a safer event:

Yes  No  A procedure is in place for reporting a fire or other emergency.

Yes  No  A procedure is in place for notifying, relocating or evacuating occupants.

Yes  No  Site plan is submitted showing the following:

- Assembly areas
- Fire hydrant locations
- Normal routes of fire department vehicle access (20 ft. wide minimum)
- Main entrances / exits

Yes  No  All drive aisles are designated as **NO PARKING** and maintained at a 20 foot minimum for emergency vehicle access.

Yes  No  N/A  Food vendors are being used.

If used, each food vendor must:

- Have a fire extinguisher with a minimum rating of 2A10BC.
- Ensure that any extension cord (2) used to power food production or other portable equipment is of a minimum 12-gauge size.

Yes  No  N/A  Food vendor locations are shown on the site plan.

Yes  No  N/A  Will liquor and/or cereal malt beverages be served at your event?  
If yes, please contact the City Clerk's office at (913) 592-3664

Yes  No  N/A  Special Event Permit Application made

Date: \_\_\_\_\_

Signed: \_\_\_\_\_



## CERTIFICATE OF EVENT APPROVAL

Special Event: Spring Hill's Historic Main Street Easter Egg Hunt

Applicant: Leslie Birmingham

Sponsoring Organization: Various Businesses along Main Street

Event Supervisor: Leslie Birmingham or Tyler Graves

Contact Number: Leslie (816) 509-5610 Tyler (913) 596-8609

Date and Times of Event: April 20, 2019 2:00pm – 5:00pm

Type of Event: Easter Egg Hunt

Location of Event: Main Street between Hale & Nichols

Route (if applicable): Site Plan attached

### Additional Comments or Conditions:

This form shall be in the possession of the event supervisor or their representative at the event site and shall be presented upon request to any officer of the Police Department prior to or during the event.

If Traffic Control assistance is required, it is the responsibility of the applicant/sponsor to make arrangements for traffic signs or personnel as directed by the City of Spring Hill Police Department, 913-592-2700, and Streets Department, 913-592-3317.

Failure to adhere to requirements of conditions contained herein will render this approval void.

The City of Spring Hill, Kansas, shall be held harmless from any liability resulting from the conduct of this event.

Issued by:

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk



## CERTIFICATE OF EVENT APPROVAL

Special Event: Celebration on Main Street

Applicant: Leslie Birmingham

Sponsoring Organization: Various Businesses along Main Street

Event Supervisor: Leslie Birmingham or Tyler Graves

Contact Number: Leslie (816) 509-5610 Tyler (913) 596-8609

Date and Times of Event: May 4, 2019 2:00pm – 6:00pm

Type of Event: Community Event

Location of Event: Main Street between Hale & Nichols

Route (if applicable): Site Plan attached

Additional Comments or Conditions:

This form shall be in the possession of the event supervisor or their representative at the event site and shall be presented upon request to any officer of the Police Department prior to or during the event.

If Traffic Control assistance is required, it is the responsibility of the applicant/sponsor to make arrangements for traffic signs or personnel as directed by the City of Spring Hill Police Department, 913-592-2700, and Streets Department, 913-592-3317.

Failure to adhere to requirements of conditions contained herein will render this approval void.

The City of Spring Hill, Kansas, shall be held harmless from any liability resulting from the conduct of this event.

Issued by:

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk